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CITY OF GREENVILLE

POLICY NO: HR-16

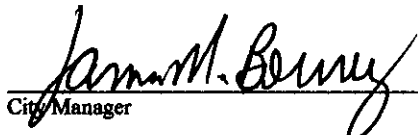
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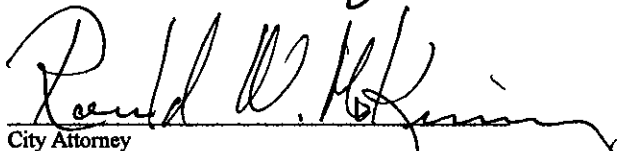
SUBJECT: Job Performance Development/Safety Training

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APPROVALS:


City Manager


City Attorney


Human Resource Director

I. **Purpose**

The purpose of this policy is to define the City of Greenville's position regarding job performance development and workplace safety.

II. **Scope**

This policy applies to all classified City of Greenville employees.

III. **Policy**

It is the policy of the City of Greenville to support ongoing performance development for all employees and to provide superior training in regard to hazard recognition and development of a safe work environment for all employees. This policy is consistent with the City's desire to offer the highest quality service to its citizens while providing a quality work environment for its employees. This policy requires constant and consistent compliance with all requirements of the Occupational Safety and Health Act.

IV. **Procedures**

The City expects all employees and supervisory and management personnel to seek out and recommend appropriate programs which will enhance work performance through development of skills and knowledge. Such programs will be consistent with the City's desire to maintain the highest quality workforce in order to provide top quality services to its citizens.

Additionally, all supervisory and management personnel are requested to participate in, and to encourage employee participation in, in-house training and development programs designed to enhance staff development.

Department heads are to work with the Risk Manager to develop and implement appropriate safety training and hazard recognition programs which are consistent with developing safe operations for their departments. Supervisors are responsible for ensuring safety on the job and can immediately stop any job where unsafe conditions or practices or noncompliance with OSHA requirements is known or suspected. Supervisors should contact the Risk Manager with any concerns. The City promotes and supports the right of any employee to refuse to work in an unsafe work environment.

Such work environment is subject to review with supervisors to determine if it is safe. In the event any employee continues to feel the work environment is unsafe after reviewing with the supervisor, the employee should contact the Risk Manger or City Manager for a review and final determination of the work site's or work environment's condition. If deemed safe after review, the employee must perform his or her job or be subject to disciplinary action which can include termination.